

Department of Energy - Office of Science
Academies Creating Teacher Scientists Program
Criteria Checklist for Quality Professional Development Plans and Education Artifacts

Your Professional Development Plan (PDP) and associated Education Artifacts will be developed over the course of your three-year commitment in consultation with your Master Teacher. Follow the instructions found in the five-part PDP form provided and the Guidelines for Education Artifacts document carefully to ensure that you have included all the necessary components and met all required standards.

The following criteria checklist will aid you in the process and facilitate communication with your master teacher.

Professional Development Plan

PDP overview:

- ☐ Is your PDP complete, including the first through fourth sections and the fifth as required?
- ☐ Have you adhered to the deadlines for submission as required by your laboratory?

PDP Section I - Teaching Assignment:

- ☐ Did you include whether your school is located in an urban, suburban or rural setting?
- ☐ Did you include the ethnic, special needs and socioeconomic makeup of the school population?
- ☐ Did you complete the table containing numbers of students served and courses taught for the appropriate year(s) and/or update any relevant changes to those data?

PDP Section II - Research Assignment:

- ☐ Have you clearly identified and communicated the DOE mission science related to your research experience?
- ☐ If your Laboratory provided an Introduction to Research component during your first summer designed to prepare you for immersion into a research project in summers two and three, have you explained this experience in detail?

PDP Section III - Reflections on professional development needs:

- ☐ Have you identified your areas of professional development needs related to one or more of the proposition statements?
- ☐ Have you provided clear rationale for why you focused on those particular needs?
- ☐ Are the needs you identified aligned to the goals you set?

PDP Section IV - Goals and objectives:

- ☐ Does each goal relate clearly to a stated need as described in Section III?
- ☐ Did you describe how your achieving your instructional goal would affect student learning?
- ☐ Is your leadership goal clearly connected to one or more of the defined leadership elements; mastery, collaboration and/or influence?
- ☐ Did you describe how your leadership goal would impact your professional growth?
- ☐ Does each objective clearly and directly relate to the relevant goal?
- ☐ Is each objective observable and verifiable and associated with an appropriate Education Artifact?
- ☐ Are the proposed activities aligned with your goal and related objectives?

- ☐ Did you extend the activities through the three years of your ACTS commitment?
- ☐ Did you provide a timeline for completing the activities?
- ☐ Have you included plans for collaborating with others?

PDP Section V - Reflection on Progress

- ☐ Did you include how you grew professionally and/or how your professional growth had an effect on student learning?
- ☐ Did you include how you grew as a leader and how you collaborated with others?
- ☐ Did you include any revisions to your objectives or activities?
- ☐ Did you fill in any completion dates for activities?
- ☐ Did you include specific examples and any data you collected in your reflection?

Education Artifacts

Education Artifacts can take many forms as described in the Guideline for Education Artifacts document. Each activity described in your PDP should be accompanied by an education artifact that provides evidence of your progress in carrying out the goals and objectives associated with those activities. When choosing and developing your education artifacts, keep the following in mind:

- ☐ Does the artifact demonstrate how DOE mission science is effectively communicated to a broader audience?
- ☐ Does the artifact include an assessment tool for measuring its effectiveness in meeting stated goals?
- ☐ Have all sources been appropriately cited with appropriate documentation of permission for use where needed?